

COUNTY ADMINISTRATOR'S OFFICE

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To: Board of Supervisors
From: Birgitta Corsello, County Administrator
Date: April 29, 2013
Subject: Biweekly Update of Significant Issues

1. County Administrator's Update on Contracts

The County Administrator signed the following contracts of significance since the last Significant Issues update:

- Library Services, a contract with Quipu Group, LLC (effective May 1, 2013 to June 30, 2013) for conduct a survey of the integrated library system marketplace to identify products, server-based or hosted, that have the potential to meet the needs of a consortium of users, for a total of \$26,000.

2. First 5 Solano "Pre-K Business Champions" Campaign

First 5 Solano is running a business engagement campaign in April and May 2013 to promote this year's Pre-Kindergarten Academies. The "Pre-K Business Champions" campaign offers local businesses the opportunity to contribute \$200, which First 5 Solano will match dollar for dollar, to send a child who has never been to preschool to a summer Pre-K program.

The four- to five-week Pre-K Academy sessions, conducted in every Solano city primarily by school districts, have been proven to significantly improve school readiness skills for at-risk preschool-age children. The program also engages and educates parents, helping them understand their role as their child's first and best teacher.

Pre-K Academy students are assessed at entry and exit, using the evidence-based "Kindergarten Student Entry Profile." This tool measures needs and improvement over the course of the summer program, and gives Kindergarten teachers vital information about their new students and how to best help them succeed once the school year begins.

Business partners for the campaign are being solicited through Chamber announcements, Rotary presentations, letters and calls. Participating businesses will be honored as "Pre-K Business Champions" at the annual First 5-sponsored Economic Development Corporation Breakfast on May 29 at the Hilton Garden Inn in Fairfield.

- Contact: M. Lynn Hoffman, First 5 Solano Policy and Fund Development Manager, 794-1338

3. Road Maintenance Projects for Spring 2013

The Public Works Operations Division of Resource Management will be involved in the road maintenance projects listed below. Throughout all the projects, all efforts will be made to minimize traffic delays.

Spanning approximately 3 weeks from May 13 to June 7, Operations will be applying dust control material (magnesium chloride) on various sections of gravel roads throughout the unincorporated areas to minimize dust caused by traffic in areas near homes and certain types of agricultural production. This work covers approximately 40 locations and 24 miles throughout the county.

- Contact: Wayne Spencer, Public Works Operations Manager, Resource Management, 421-6055

4. Local Outreach on Job Order Contract Agreement Resulted in Awards to Local Firms

In August 2012, the County's Job Order Contracting (JOC) program launched its sixth year of providing construction services to renew County facilities, respond to time-sensitive needs, and provide a venue to foster local participation by local businesses and construction firms. As part of the JOC agreement, the County incorporated a requirement for JOC contractors to perform and document outreach efforts to the local subcontracting community for each new job order.

The JOC contractor has reported the results of local outreach to the Solano County trades community in response to the John F. Kennedy Branch Library Consolidation and Improvement Project, 505 Santa Clara St. in Vallejo. This is the first job order issued since the local outreach requirements were incorporated into the County's agreement with Fregoso Builders, the JOC contractor. A total of 16 trades were identified to perform the work. Thirty-five local firms received bid documents, of which eight firms submitted subcontractor bids. Four of the local companies were successful and received subcontracts in the areas of plumbing supply, signage, glazing/tinting and special inspections.

The Department of General Services will continue to work with the JOC contractor to build on this success and to increase local outreach and local subcontractor/supplier participation on upcoming projects.

- Contact: Rosa Lane, Associate County Architect, General Services, 784-7908

5. County Vacancy Rate Report as of April 13, 2013

There were 2,612.15 allocated positions in the County as of the April 13, 2013 pay period, of which 206.825 or 7.92% were vacant. Departments obtained authorization to fill 168 of those vacant positions, which represents a vacancy rate of 6.53% for requested positions. A spreadsheet detailing the vacancies by department is attached.

- Contact: Marc Fox, Human Resources Director, 784-2552



COUNTYWIDE VACANCY REPORT

Department	Current # Allocations	Current # Filled	Current # Vacant	Current # Req's	Current % Requested to Fill	Pay Period of 04/13/13		Pay Period of 12/22/12		Pay Period of 07/07/12		Pay Period of 12/24/11		Pay Period of 07/09/11		Pay Period of 12/25/10		Pay Period of 07/10/10		
						Vacancy Rate for Requisitioned Positions	Vacancy Rate	Vacancy Rate for Requisitioned Positions	Vacancy Rate	Vacancy Rate for Requisitioned Positions	Vacancy Rate	Vacancy Rate for Requisitioned Positions	Vacancy Rate	Vacancy Rate for Requisitioned Positions	Vacancy Rate	Vacancy Rate for Requisitioned Positions	Vacancy Rate	Vacancy Rate for Requisitioned Positions	Vacancy Rate	Vacancy Rate for Requisitioned Positions
Agriculture	18	17	1	1	100.00%	5.56%	5.56%	0.00%	5.56%	0.00%	2.86%	5.71%	5.71%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Assessor/Recorder	48	47	1	1	N/A	2.08%	2.08%	0.00%	0.00%	2.11%	3.13%	2.13%	2.22%	10.20%	7.69%	9.43%	2.00%	5.77%		
Auditor/Controller	32	30	2	3	150.00%	9.09%	6.25%	9.09%	6.25%	0.00%	0.00%	0.00%	0.00%	0.00%	3.33%	3.23%	3.23%	3.13%	3.13%	
Board of Supervisors	10	9.75	0.25	0	N/A	0.00%	2.50%	0.00%	2.50%	0.00%	2.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Cooperative Extension-UC	2	2	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
County Administrator's Office	23	22	1	0	N/A	0.00%	4.35%	4.35%	4.35%	4.35%	8.33%	0.00%	4.17%	4.00%	7.69%	4.00%	7.69%	11.54%	14.81%	
- CAO - Administration	14	13	1	0	N/A	0.00%	7.14%	7.14%	7.14%	7.14%	7.14%	0.00%	0.00%	7.14%	13.33%	7.14%	13.33%	20.00%	25.00%	
- CAO - Clerk of the BOS	2	2	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
- CAO - 1st 5	7	7	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	12.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
County Counsel	17.55	17.55	0	0	N/A	0.00%	0.00%	10.78%	5.70%	0.00%	0.00%	0.00%	0.00%	6.76%	0.00%	2.11%	0.00%	2.96%		
Child Support Services	106	106	0	0	N/A	0.00%	0.00%	4.72%	4.72%	0.94%	0.94%	0.00%	0.95%	3.85%	4.76%	7.41%	5.66%	1.90%	3.27%	
Information Technology	53	51	2	0	0.00%	0.00%	3.77%	1.96%	3.85%	3.85%	3.85%	0.00%	0.00%	0.00%	1.92%	0.00%	1.75%	0.00%	0.00%	
District Attorney	117	115	2	4	200.00%	3.36%	1.71%	8.51%	8.12%	0.00%	3.67%	1.89%	4.39%	1.91%	10.15%	0.00%	6.81%	0.85%	6.30%	
General Services	90.6	85.6	5	2	40.00%	2.28%	5.52%	1.15%	5.52%	0.00%	4.44%	0.00%	2.25%	1.07%	1.07%	0.86%	2.53%	0.00%	3.20%	
Health & Social Services	1096.00	970.175	125.825	102	81.06%	9.51%	11.48%	9.09%	12.48%	7.77%	12.59%	5.12%	9.60%	4.42%	10.83%	3.13%	7.20%	4.62%	8.14%	
- H&SS - Admin	69	62	7	4	57.14%	6.06%	10.14%	4.41%	5.80%	2.94%	7.04%	2.99%	10.96%	9.66%	12.08%	0.00%	2.58%	0.00%	5.56%	
- H&SS - CWS	114	111.5	2.5	3	120.00%	2.62%	2.19%	6.11%	5.70%	3.70%	4.59%	3.00%	3.00%	6.00%	9.62%	0.00%	1.90%	7.62%	8.49%	
- H&SS - E&ES	342.15	316.15	26	24	92.31%	7.06%	7.60%	6.43%	6.70%	12.15%	13.66%	7.80%	8.10%	5.50%	10.43%	2.33%	6.67%	3.56%	5.19%	
- H&SS - FHS	169.5	114.675	54.825	41	74.78%	26.34%	32.35%	25.07%	37.27%	11.54%	21.94%	13.79%	26.04%	10.61%	13.81%	4.72%	8.50%	14.00%	14.55%	
- H&SS - IHSS	3.75	3.75	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	20.00%	0.00%	25.00%	
- H&SS - MH Managed Care	9	8.75	0.25	0	N/A	0.00%	2.78%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	25.00%	0.00%	25.00%	0.00%	12.50%		
- H&SS - MH	134	116.5	17.5	17	97.14%	12.73%	13.06%	9.28%	13.15%	6.26%	10.97%	0.79%	7.13%	0.68%	15.32%	4.20%	10.90%	4.50%	11.61%	
- H&SS - ODAS	56	53	3	2	66.67%	3.64%	5.36%	5.41%	6.25%	1.83%	3.60%	1.83%	3.60%	3.60%	10.08%	3.48%	9.76%	0.00%	2.06%	
- H&SS - PHS	131.1	119.35	11.75	8	68.09%	6.28%	8.96%	8.04%	11.43%	5.89%	20.17%	1.71%	9.28%	0.87%	8.80%	6.69%	8.72%	3.72%	8.33%	
- H&SS - Substance Abuse	17.5	17.5	0	0	N/A	0.00%	0.00%	0.00%	2.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.13%	7.50%	
- H&SS - Welfare Admin	50	47	3	3	100.00%	6.00%	6.00%	6.00%	6.00%	3.77%	5.56%	2.96%	8.39%	0.00%	4.20%	4.32%	5.67%	5.76%	8.14%	
Human Resources	26	24	2	2	100.00%	7.69%	7.69%	20.00%	23.08%	15.38%	15.38%	0.00%	3.85%	0.00%	5.66%	3.64%	3.64%	3.85%	10.71%	
Library	108.5	104.75	3.75	2	53.33%	1.87%	3.46%	1.86%	5.16%	1.80%	2.02%	0.00%	1.10%	0.00%	3.22%	0.00%	5.86%	0.00%	5.26%	
Probation	209.5	183.5	26	19	73.08%	9.38%	12.41%	6.65%	9.43%	5.26%	10.89%	7.35%	8.60%	2.11%	9.49%	0.92%	1.83%	0.00%	2.44%	
Public Defender	74	73	1	1	100.00%	1.35%	1.35%	1.40%	2.08%	0.00%	0.00%	4.17%	2.82%	4.35%	4.35%	2.70%	2.70%	4.35%	4.35%	
Resources Management	110	105	5	3	60.00%	2.78%	4.55%	0.00%	2.70%	1.83%	3.17%	2.74%	4.48%	0.90%	2.64%	2.74%	2.71%	0.00%	2.72%	
- Delta Water Act Division	1	0	1	0	N/A	0.00%	100.00%	0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
- Public Works	61	59	2	1	50.00%	1.67%	3.28%	0.00%	1.64%	1.64%	0.83%	5.04%	6.61%	1.65%	3.25%	4.72%	4.72%	0.00%	1.57%	
- Resource Management	48	46	2	2	100.00%	4.17%	4.17%	0.00%	2.04%	2.08%	4.08%	0.00%	2.00%	0.00%	1.96%	0.00%	2.17%	0.00%	4.35%	
Sheriff's Office	454	425	29	28	96.55%	6.18%	6.39%	6.59%	6.80%	5.09%	4.87%	6.37%	6.35%	2.22%	2.45%	0.99%	1.47%	2.92%	3.27%	
Treasurer-Tax Collector-County Clerk	13	13	0	0	N/A	0.00%	0.00%	0.00%	0.00%	7.14%	0.00%	8.33%	15.38%	7.69%	7.69%	0.00%	0.00%	0.00%	6.67%	
Veterans Services	4	4	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	20.00%	0.00%	0.00%	0.00%	16.67%	0.00%	0.00%	
Countywide Total	2612.150	2405.33	206.825	168.00	81.23%	6.53%	7.92%	6.67%	8.81%	5.02%	7.87%	4.18%	6.60%	2.93%	7.27%	2.32%	4.93%	2.79%	5.56%	